

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

April 9, 2008

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TITLE:	Accounting Technician
POSITION NO:	12019
LOCATION:	Business & Financial Services Division, Helena
STATUS:	Full-Time/Permanent
UNION:	MEA/MFT
PAY GRADE:	Pay Plan 20, Pay Band 4
STARTING SALARY:	\$23,857 - \$29,827 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, April 23, 2008.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Transcripts are required at time of application.

TYPICAL DUTIES: This position is responsible for producing Medicare claims and statements for medical and psychiatric care at five state inpatient facilities; performs technical accounting work to ensure accurate accounts receivable are maintained and collections recorded appropriately for timely deposit to the State General Fund and special earmarked revenue accounts; reconciles/maintains accounting ledger balances to ensure completeness and propriety of transactions by preparing and using claims and statements, debit/credit authorizations for account adjustments, refunds, co-insurance, deductibles and cash payments utilizing knowledge of accounting principles, chart of accounts, and procedures unique to the reimbursement program.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of medical billing; accounting practices in accounts payable/receivable; office practices; and business writing.

Skills: Skill in organization; all aspects of medical billing procedures; excellent telephone etiquette; and the use of a personal computer and ten-key machine.

Abilities: Ability to analyze, interpret, and apply complex procedural rules concerning claims and statements; communicate effectively orally and in writing; maintain confidentiality of all patient/client information; follow written and oral instructions explicitly; act with initiative, good judgment, and a minimum of supervision; establish and maintain effective working relationships; work under deadline pressure and distracting conditions while preserving accuracy and thoroughness; interpret, comprehend, and apply medical procedural and diagnostic coding; and organize, prioritize, and schedule multiple tasks.

EDUCATION/EXPERIENCE REQUIRED: Two years of job-related college or vocational training in accounting, communication, medical practice, business management, or medical/diagnostic coding **AND** three years of experience such as medical practice management, billing and collecting for medical services, a state reimbursement system, etc. Relevant experience handling, tracking, processing, and receiving payment for health insurance claims with a combination of an automated and manual accounting system may substitute for the formal education on a year-for-year basis. Other equivalent combinations will be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school **due at time of application.** (**Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*); and
4. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services

Title: Accounting Technician

Position: #12019

Location: Business & Financial Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplement question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Briefly describe any past experience you have had billing Medicare for inpatient stays and professional services. In your answer, please be sure to describe your level of responsibility for the Medicare billings.